



# Standards & Assessment CAHSEE Notes

California Department of Education

Jack O'Connell, State Superintendent of Public Instruction

December 2006

## Ordering Deadlines for Spring Exam Administrations

Below are the deadlines for ordering materials for the spring 2007 administrations of the California High School Exit Examination (CAHSEE):

Administration Date	Test Material Ordering Deadline
February 6–7, 2007	December 20, 2006
March 20–21, 2007	February 5, 2007
May 8–9, 2007	March 26, 2007

The 2006–07 CAHSEE Project Calendar, which contains all test material ordering, Pre-ID, and supplemental shipment deadlines, is posted on the Educational Testing Service (ETS) Web site at <http://www.ets.org/cahsee/> under “Scheduling.” Questions about ordering deadlines should be directed to ETS, at 1-800-241-5687.

## Completion of School Code for Nonpublic, Nonsectarian Schools

For students tested at a nonpublic, nonsectarian school (NPS), the school code for the NPS must be gridded on the student's answer document, but the school and grade identification (SGID) sheet that is used to batch the school district's answer documents must be gridded with a school code of “0000001.”

The answer documents for students tested at an NPS should be gridded with the appropriate seven-digit NPS school code. This code is the last seven digits of the NPS's county-district-school (CDS) code. CDS codes can be found on the California Department of Education (CDE) Web site at [www.cde.ca.gov/re/sd/index.asp](http://www.cde.ca.gov/re/sd/index.asp) by selecting “nonpublic, nonsectarian schools” and searching for the school by name.

School districts should batch the answer documents for students tested at all NPSs by grade and submit the answer documents under the appropriate SGID sheet. The SGID sheet must be gridded with a school code of “0000001.” **Do not use the NPS code on the SGID sheet.** School districts are to restrict their use of the school code “0000001” to only those special education students who are receiving instruction at an NPS. Questions about the completion of school codes for NPS students should be directed to the CDE CAHSEE Office, at (916) 445-9449.

## Processing Fee for Late Answer Document Returns

Due to the high volume of answer documents being returned after the designated deadline, ETS will no longer cover the fees associated with the late processing of these answer documents. Beginning with the February 2007 CAHSEE administration,

local educational agencies (LEAs) returning answer documents after the designated deadline will be responsible for paying the fee associated with late processing of those answer documents. There is no charge for processing answer documents that are returned on time.

### **Statewide Student Identifiers Now Correctable via Mass Demographic Update**

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In response to requests from LEAs to use the CAHSEE Online Mass Update function to correct or add the Statewide Student Identifier (SSID) in student records, the “critical field” designation of the SSID has been removed. As of November 29, only the student’s last name and the Local Student Identification Number will be used to match records for completing a mass update. Both of these values on the update file must match the values in the ETS database in order for a record to be found and updated. Questions about mass demographic updates should be directed to ETS, at 1-800-241-5687.

### **Apportionment Certification Reminder**

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In early September, the CAHSEE Apportionment Information Report for the 2005–06 school year was mailed to county and district superintendents and charter school administrators. To receive these apportionments, the superintendent or administrator must certify the accuracy of this report by signing and dating the report, then returning it to the CDE Standards and Assessment Division. The certified reports must be postmarked by December 31, 2006. Certified reports received after this date must be accompanied by a waiver request as provided by *California Education Code* Section 33050. Approximately one-third of all LEAs have not yet returned their certified reports to CDE.

#### **More Information...**

Additional information about the CAHSEE is available on the CDE Web site at <http://www.cde.ca.gov/ta/tg/hs/>. Questions about the CAHSEE can be directed to the CAHSEE Office, at (916) 445-9449.